

25X1

11 June 1953

REPORT FOR THE WEEK OF 8 - 12 JUNE

To: The Deputy Director of Training (G)
From: Management Training Division

Accomplishments

Completed initial phase of the Human Resources Program with the fourth group of supervisors in Commo,- 15 section chiefs and equivalent staff.

Conducted the second follow-up meeting in the H. R. Program in FDD with 9 branch chiefs and equivalent staff.

Prepared the "Narrative for Fy 1954-1955 Budget Estimate" for this Division and gave it to the Planning Division. The section chiefs, [redacted] and I prepared this material which seemed to make a very good statement of accomplishments to date and projected program.

25X1

Submitted a Training Request for [redacted] to commence the Administrative Support Course on 22 June.

25X1

Plans

The second follow-up meeting in the FDD H. R. Program will be held with a second group of supervisors on 17 June and with a third group on 24 June. I attach the announcement used with the FDD groups for this meeting.

I had a pleasant discussion with [redacted] of O&M regarding a basic management course and coordination of objectives of O&M and OTR in the whole management field. I am planning to explore this further with him and with Mr. Peel after 17 June and before 1 July, and hope to come up with some definite suggestions with reference to active cooperation between O&M and the Management Training Division.

25X1

During July and August, the principal concern of the Management Training Division will be with exploration and preparation for programs to get under way after Labor Day. We are holding no further follow-up meetings in OGD until after the first of October. Follow-up meetings will be held in Commo, and in any other office where there is adequate space available and evident interest. The H. R. Program may be initiated in the Office of Logistics late in July or early in August,- yet to be decided. The Clerical Training programs will continue as usual, adjusting as necessary to the ebb and flood of clerical recruitment.

25X1